

**BY ORDER OF THE COMMANDER  
1ST SPECIAL OPERATIONS WING (1 SOW)**

**HURLBURT FIELD INSTRUCTION 32-6005**

**30 NOVEMBER 2016**

**Civil Engineer**

**UNACCOMPANIED HOUSING**



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This publication implements guidance contained in AFI 32-6005, *Unaccompanied Housing Management*. It provides guidance, policy and procedures for managing unaccompanied housing (UH) at Hurlburt Field. Included are procedures for authorizing and processing requests for basic allowance for housing (BAH). Further guidance concerning authorization for unaccompanied personnel to live off-base and receive BAH is contained in AFI 32-6005, *Unaccompanied Housing Management*. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 (AFI 33-332, Privacy Act Program). Authority to collect and maintain this information is in 10 U.S.C. 8013. This publication does not apply to Air Force Reserve Command (AFRC) Units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS), *Records Disposition Schedule* (RDS).

***SUMMARY OF CHANGES***

This HFI has been totally revised and must be reviewed in its entirety. Major changes include realignment of paragraphs after removing CV delegated authority to chair the Quarters Improvement Committee (QIC) since the AFI rewrite eliminated the QIC requirement. It further removes UH section chief's requirement to coordinate and publish QIC minutes, and maintain the Quarters Improvement Plan (QIP). It removes member's option to retain a room after termination of assignment without receiving BAH because the AFI rewrite does not allowed member to retain a room in UH after moving off-base. It removes reference to HHGs movement from home of record. It removes the Housing Manager's review of UH metric since it is detailed in the AFI rewrite. It deletes multiple references to "the housing office" thereby directing member's interaction focal point to UH. It establishes policy for optional use of documents produced by the DoD and Air Force approved automated system, Enterprise Military Housing (eMH) in-lieu-of stated forms. This rewrite removes reference to an obsolete publication; HFI 48-101, *Control of Animals*. The glossary of references and supporting information has been updated.

## CHAPTER 1

### UNACCOMPANIED HOUSING REQUIREMENTS AND RESPONSIBILITIES

**1.1. General Responsibilities:** The following responsibilities complement and/or expound on those outlined in AFI 32-6005, *Unaccompanied Housing Management*, regarding oversight and management of unaccompanied housing for Airmen assigned to Hurlburt Field.

1.1.1. Mission Support Group Commander – 1 SOMSG/CC.

1.1.1.1. Delegated approval/disapproval authority for all BAH matters not otherwise restricted by law or Air Force policy. For expediency, certain aspects of approval authority are further delegated to the Base Civil Engineer or Housing Manager.

1.1.1.2. Determines members required to live on-base for reasons of military necessity, readiness, or discipline, or give priority assignment to on-base quarters for personnel experiencing a hardship based on recommendation of the individual's squadron commander and cannot be delegated lower.

1.1.2. Squadron Commanders/First Sergeants.

1.1.2.1. Implements dormitory management provisions.

1.1.2.2. Works with supervisors of dormitory residents to ensure that dormitory rooms of personnel in their unit meet the standards set forth in AFI 32-6005, this publication, the Unaccompanied Housing Resident Brochure, and other specific guidance set forth by the wing command chief and other base senior leadership.

1.1.2.3. When tasked according to the rotating unit schedule, provide dorm management a bay orderly for one week. If unable to fill the tasking, coordinate with another first sergeant to swap dates.

1.1.2.4. Makes recommendations concerning priority assignments and hardship requests for their squadron personnel, through the UH section chief who will process the request to the housing manager with a recommendation.

1.1.2.5. Must individually approve a member's request to reside elsewhere when member is not entitled to receive BAH. A copy of CC or CCF approval letter stating member's actual residence, and contact number will be maintained in the Central Dorm Management Office (CDMO) until member is otherwise eligible to receive BAH, PCS's or separates. (AF Form 594 processing requirements are specified in paragraph 2.1.3.3.)

1.1.3. Housing Manager/CEIH.

1.1.3.1. Implements dormitory management provisions established in AFI 32-6005 and serves as the base office of primary responsibility (OPR) for this instruction.

1.1.3.2. Approves or disapproves requests for Priority 4 personnel to reside in the dormitory on a space-available basis based on availability, and projected base-wide dormitory occupancy rate for Priority 1, 2, and 3 personnel.

1.1.4. Unaccompanied Housing (UH) Management Section Chief/UH Superintendent.

1.1.4.1. Implements dormitory management provisions identified in AFI 32-6005, paragraph 1.4.6.

1.1.4.2. Conducts initial/refresher training for all dormitory managers and Airman Dormitory Leaders (ADLs) assigned to the UH section IAW AFI 32-6005, this instruction, and SDI 8H000 Job Qualification Standard (JQS).

1.1.4.3. Manages unit bed space allocations and associated unit moves by making adjustments, as necessary and approved, to ensure equitable distribution among assigned units.

1.1.4.4. Maintains a current UH Resident Brochure for dormitory residents.

1.1.5. Dormitory Managers and ADLs.

1.1.5.1. Assigns and terminates rooms using guidance from AFI 32-6005, this publication, and UH Resident Brochure.

1.1.5.2. Maintains facilities/keys, manages rooms according to unit of assignment, and monitors condition of common area furnishings daily.

1.1.5.3. Ensures each occupant signs AF Form 228, *Furnishings Custody Receipt and Condition Report*, or Enterprise Military Housing (eMH) generated like item, acknowledging receipt and condition of the furnishings in their room, and holds residents accountable for willful or careless damage or destruction of assigned furnishings, room, or property.

1.1.5.4. Ensures AF Form 4422, *Sex Offender Disclosure and Acknowledgement*, is accomplished along with other assignment documents.

1.1.5.5. Briefs new occupants on their general responsibilities, to include fire and safety provisions, and provides them a copy of the UH resident brochure upon assignment.

1.1.5.6. Upon termination of occupancy, transfer the person's assignment and termination documents to the active (current calendar year termination history) file, and retain IAW RDS with table 32-08 R08.00, and destroy 1 year after termination of occupancy and final inspection of quarters. All assignment documents, a copy of PCS orders or off-base lease agreement if moving locally, completed HF Form 88, *Application/Authorization for Without Dependent Rate BAH*, AF IMT 291, *Unaccompanied Quarters Assignment – Termination Record*, or eMH generated like item, and AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Housing (BAH) or Dependency Redetermination* will be filed with all termination actions.

1.1.5.7. Maintains a CE work order log that contains the work order number, description of work request, date submitted to the customer service unit, and current status. Ensures work orders are current and work is complete.

1.1.5.8. Manages a bay orderly roster. Schedules units for weekly appointments based on number of assigned personnel per unit for multi-unit dormitories, and coordinates with first sergeants for appointment of members from their unit for their assigned periods.

1.1.5.9. Displays information pertaining to the occupant, i.e., name, rank, work shift, organization and duty phone on room door plate. Red tape is used to indicate occupants who are under age 21.

#### 1.1.6. Dormitory Residents Responsibilities.

1.1.6.1. Be fully knowledgeable of the provisions the UH resident brochure, and keep it available in their room for future reference. It contains emergency contact telephone numbers, AF policy/rules of the dormitory, specifics regarding standards of personal conduct, and BAH/termination procedures.

1.1.6.2. Report all disturbances and incidents to law enforcement or to his/her first sergeant, and also advise dormitory management. If after normal duty hours notify dorm manager the next duty day.

1.1.6.3. Report routine (non-emergency) maintenance problems to dormitory management. Report emergency maintenance problems to CE service call desk (number listed in UH brochure). Advise dormitory management the next duty day of the reported problem and job order number that CE assigned.

1.1.6.4. Ensure that common areas of the dormitory that are supposed to be locked remain secured at all times. If a laundry room door is found unlocked (propped open), the resident should take action to secure it. Dormitory laundry rooms are for resident's use only.

1.1.6.5. Register bicycles with dormitory management and secure them in the bicycle racks provided at each facility. Storage is prohibited in stairwells, on balconies, exits, and hallways.

1.1.6.6. Dormitory parking lots are for automobiles/motorcycles **used for daily commuting only**. Residents will not use dormitory parking lots for storage of camper shells, trailers, RVs, or off-road vehicles; neither will they be used for long term parking.

1.1.6.6.1. Residents will park recreational vehicles and trailers, such as boats, skidos, and travel trailers; truck accessories not installed, such as camper shells; and anything that is not considered a daily commuting vehicle, such as off-road motorcycles; in designated/authorized areas only, i.e., the base housing RV lot managed by the housing office.

1.1.6.6.2. Direct questions regarding long term parking arrangements for TDY/deployments lasting longer than 30 days to the unit first sergeant.

1.1.6.7. If member is required to live in the dorm (not entitled to receive single rate BAH) but wants to move off-base he/she must request written approval from his/her commander or first sergeant. Per AFI32-6005, para 1.4.3.7. "Member is not allowed to retain a room in UH after moving off-base." A copy of CC or CCF approval letter stating his/her actual residence and contact number will be maintained in the CDMO waiting list file until member earns eligibility to receive BAH. It is member's responsibility to report back to CDMO to initiate the application process when he/she becomes eligible.

1.1.6.8. Inform dormitory management upon receipt of assignment or separation notification. Provide the dormitory manager a copy of orders, and schedule termination

appointments when a departure date is established. Follow termination procedures listed in the UH Resident Brochure.

## 1.2. Resident's Standards of Conduct.

1.2.1. The public showing, posting, or distribution of printed, written, drawn, painted, or any copied material which the commander determines would show pornographic, lewd, or morally distasteful tendencies is prohibited.

1.2.2. No pets or animals of any kind are allowed in the dormitories. Tropical fish (e.g., gold fish) may be permissible with advance permission from first sergeant or commander, and only if aquariums are kept clean and are properly maintained.

1.2.3. All dormitories are designated quiet areas 24-hours-a-day, 7-days-a-week (24/7) because of shift workers being assigned throughout. Operating radios, televisions, stereos, etc., at a volume which may disturb others is not permitted. Minimum volume levels will be maintained at all times as a common courtesy to other residents.

## 1.3. Social Visits.

1.3.1. The policy regarding social visits is that guests must be 18 years old, **be escorted at all times**, and are prohibited between 2400-0600 hours daily. Cohabitation is not authorized. Visiting friends and family members from out of town must secure lodging accommodations elsewhere.

1.3.2. Each resident is personally responsible for the conduct of their guests. Dress, language, courtesy, and general behavior must be above reproach at all times.

1.3.3. All visitors must have identification in their immediate possession.

1.3.4. Members will not permit their guest to use the dormitory laundry facilities, even if the laundry belongs to the sponsor.

1.3.5. The first sergeant may revoke occupant's dormitory social visit privilege if the member is found to be in violation of any policies or rules associated with dormitory residency.

## 1.4. Safety/Security/Fire Prevention Standards.

1.4.1. Waterbeds are prohibited in all dormitory rooms.

1.4.2. Weapons of any type and explosives will not be brought into the dormitories. This includes, but not limited to souvenir swords, switch-blades, butter-fly knives, bayonets, firearms, paint ball guns, air soft guns, BB guns, ammunition, fireworks, and certain flammable liquids. Contact Security Forces for specific guidance or information on prohibited weapons, or Fire Emergency Services for fire safety concerns.

1.4.3. Cooking Restrictions. A microwave oven is provided in all rooms for the occupant's cooking convenience, and it is the only cooking device authorized for food preparation, except for dorms that are specifically equipped with a kitchen. In accordance with (IAW) HFI 32-2001, *Base Fire Prevention Program*, coffee makers are permissible as long as they are being used IAW manufacturer's guidelines, and are unplugged when room is unoccupied. The use of coffee makers with a programmable/automatic timer is prohibited.

1.4.4. Decorations. The use of live Christmas trees in dormitory rooms is prohibited. Only artificial trees are allowed. All Christmas decorative lighting must be UL approved, and unplugged when room is unoccupied.

1.4.5. All dormitories are designated NO SMOKING. This policy includes not using any tobacco products inside any part of the dormitory facility, including individually assigned rooms and common areas. Dorm residents desiring to use tobacco products may do so in the designated smoking area, outside the structure.

1.4.6. Open Flames/Warmer. The use of heat or flame devices as a heating source is prohibited. The use of candles, candle warmers, and incense is also prohibited.

1.4.7. Outdoor Cooking. One 25 lb. bag of regular charcoal and up to one quart of charcoal starter shall be allowed in a dorm room. **Match light charcoal is expressly forbidden** to be stored in dorm rooms. Lighter fluid and dry charcoal must be stored in separate locations within the dormitory room.

1.4.8. Vehicle Maintenance--Prohibited. Vehicle maintenance will not be performed on the premises, i.e., in individual rooms, common areas, or dormitory parking lots. Changing a flat tire, dead battery, or an inoperative light bulb are the only exceptions.

1.4.9. The storage room, utility room and laundry room (including the “quad” common area access doors at Dorms-4-Airmen facilities) will remain secured at all times.

## **1.5. Dormitory Inspections/Quality-of-Life Visits.**

1.5.1. Each resident will ensure his/her room and common areas routinely present a neat appearance, are relatively clean, and appropriately furnished. Although inspections are not intended to be “white glove,” or detailed to the point of being totally dust/dirt free, residents should make an extra effort in preparing his/her room when made aware of a scheduled inspection. First sergeants will, at their discretion, establish specific guidelines regarding room inspections for their unit personnel.

1.5.2. Inspection Program. The number of inspections should be kept to a minimum. However, commanders/first sergeants/supervisors are encouraged to routinely visit their personnel’s dormitory to demonstrate interest in their well being. Unannounced inspections by the unit leadership should not occur more than once each month unless certain occupants have demonstrated a propensity for unhealthy living conditions. Squadron and base leadership visiting dormitories will sign in on a clipboard located at the dorm office, or notify dorm management the next duty day if the visit occurred after normal duty hours, to establish a record of their visit.

1.5.3. In addition to dormitory inspections required by squadron commanders/first sergeants, the installation commander or designated representatives will inspect a sampling of unaccompanied housing each quarter.

1.5.4. Guidelines for competition inspections will be established by the installation wing command chief based on recommendations from the mission support group superintendent, first sergeants, and the wing dormitory council. Rules for competition and prizes will be managed separately from this instruction.

## CHAPTER 2

### BASIC ALLOWANCE FOR HOUSING (BAH)

**2.1. Processing Requirements to Start, Stop or Change BAH.** Personnel authorized to receive without-dependent BAH are identified in this chapter. All single military members assigned to a Hurlburt Field dormitory will initiate their BAH request in accordance with this publication.

2.1.1. Eligible Inbound Personnel. If BAH is not continued from a member's last duty station, the finance office (1 SOCPTS) will initiate AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Housing (BAH) or Dependency Redetermination*, for all unaccompanied personnel entitled to BAH upon initial assignment to Hurlburt Field, i.e., SrA with more than 3 years of service (E4>3YOS) through E9 and all officers.

2.1.1.1. The finance office will also initiate BAH action for inbound single SrA with less than 3 years of service (E4<3YOS) who are within 60 days of 3YOS upon initial assignment to Hurlburt Field, as long as they have not been assigned to a dormitory, and do not desire to live in the dormitory. The individual will provide verification of his/her time-in-service at initial in-processing, and will affirm that he/she has not been assigned to a dormitory room, and no other verification is required.

2.1.1.2. The only exception to automatic start of BAH for eligible personnel is if a SrA with more than 3YOS wants to live in the dormitory; they may do so if space is available. Each member is responsible for updating his/her locator information as changes occur.

2.1.1.3. All others (E1-E4<3YOS) will be directed to UH management (building 90367) for assignment to a dormitory, or to determine whether they are eligible for without-dependent BAH under other provisions of this instruction.

2.1.2. Currently Assigned Personnel. The dormitory manager will initiate, and base housing office (1 SOCES/CEIH) will process AF Form 594 on ALL unaccompanied personnel upon assignment to a dormitory room, annotating his/her facility/room assignment and date of assignment. This is a fail-safe process to ensure member's proper assignment data is captured.

2.1.3. The dormitory manager will initiate a request for BAH action on ALL personnel terminating a dormitory room assignment who have been approved to receive either with- or without-dependent BAH. If a member is relocating off base, BAH is not authorized until a successful final inspection is completed. Per AFI32-6005, paragraph 5.1.5.1., the FSO determines dependency and BAH entitlements and records required changes on the AF Form 594.

2.1.3.1. Documents verifying member's dependent(s) will be copied, forwarded with the BAH transmittal to finance, and filed with termination record.

2.1.3.2. If the person is terminating the dormitory due to PCS, separation, or moving out at their own expense (not entitled to receive BAH), AF Form 594 is required to ensure financial records are updated to reflect that they no longer occupy government quarters at Hurlburt Field.



2.1.3.3. If moving out at their own expense, annotate the margin of AF Form 594 with the following statement, "DO NOT START BAH--TERMINATING GOVERNMENT QUARTERS ONLY-- COMMANDER APPROVED WITHOUT BAH--NOT ELIGIBLE TO RECEIVE BAH AT THIS TIME."

2.1.4. Airmen (E1-E4) currently assigned to Hurlburt Field and reporting to Finance with a dependency document (birth or marriage certificate/DEERS enrollment) requesting with-dependent BAH, will be re-directed to CDMO (located in building 90367) to complete the transaction. CDMO will determine if government quarters are assigned, and initiate the BAH action upon termination of quarters, after verification that quarters are not assigned.

## **2.2. BAH Waiting List Application.**

2.2.1. Individuals desiring to be placed on the BAH waiting list will initiate Part I of Hurlburt Field (HF) Form 88, *Application/Authorization for Without Dependent Rate BAH*, and the form will remain on file at the UH management office until activated. The first sergeant's recommendation is required upon initial requested and again when the member enters the freeze zone, or is outside the freeze but becomes eligible as next available when release is being considered. When the member is frozen he/she cannot be bumped.

2.2.2. The dormitory manager will add the person's name to the waiting list and retain the form until the member is eligible to enter the freeze zone or be released, at which time the HF Form 88 will be returned to the member for DOR verification/first sergeant's recommendation.

## **2.3. BAH Waiting List Processing Actions.**

2.3.1. The BAH waiting list is maintained by CDMO and published monthly. This listing will be used to authorize BAH for E1-E4 personnel with less than 3YOS, and/or otherwise required to live in the dormitory. There is no guarantee that anyone will be authorized BAH on any given month if projected occupancy does not demand it.

2.3.2. Except for those with approved terminal leave per AFI32-6005, paragraph 5.1.3.9., personnel within 6-months of an established PCS or separation date are not eligible for a local move, and must be deleted from the listing when such notification is verified by the member's unit first sergeant, or the Military Personnel Section (MPS).

2.3.3. New requests are added to the BAH waiting list effective the date of his/her request when received by the dormitory manager. However, they will not be added to the printed list until the next listing is published.

2.3.4. Top 10-percent on the waiting list will be frozen in-place at the time it is published, and the addition of new requests will not affect the standing. Rank order only applies to personnel listed below the freeze. After processing BAH, any remaining personnel in the freeze zone will move to the top of the list and others will move into the 10-percent freeze zone.

## **2.4. BAH Waiting List Selection and Notification Procedures.**

2.4.1. The unaccompanied housing superintendent will monitor the monthly base-wide dormitory occupancy rate, and determine the number of personnel authorized to be offered BAH without dropping below **95-percent** occupancy of Priority 1 and 2 personnel.

2.4.1.1. The military member will provide the dormitory manager DOR verification by obtaining a self-service RIP from MPS. The dormitory manager will e-mail notification to the eligible member's unit first sergeant for a tentative recommendation. Non-recommended members who are retainable (no orders to PCS or separate within 6 months) will remain in his or her position on the list until notified a second time.

2.4.1.2. After receiving a second non-recommendation from the member's first sergeant the member will be removed from the waiting list, and will not be eligible to re-apply for 90 days. Record of the removal will be documented in the individual's assignment jacket folder.

2.4.2. The unit first sergeant will notify dormitory management within 2 days of receipt of the listing of his/her tentative recommendation. He/she will also advise UH if a selected member is currently TDY, on leave, or has an established date of separation or PCS within 6 months so that another selection can be made.

2.4.3. If the first sergeant determines the member to be eligible, the individual will be advised to pick up his/her HF Form 88 from the dormitory manager to obtain the first sergeant's signed acknowledgement recommending approval. The member will return the completed HF Form 88 to dormitory management, and initiate the termination process/schedule out-processing appointments.

## **2.5. Accepting an Offer to Move Off-Base and Receive BAH.**

2.5.1. Each person accepting the BAH offer will be given 30 days from the date of notification to locate suitable off-base housing.

2.5.2. If unable to locate housing within 30 days, the member must report to the dormitory manager for reevaluation of status. Failure to do so could result in his/her authorization being rescinded and offered to the next eligible member.

## **2.6. Declining an Offer to Move Off-Base and Receive BAH.**

2.6.1. Personnel unable to accept, for whatever reason, will be required to sign a declination statement.

2.6.2. If it is the first time the person is declining BAH, he/she will remain on the waiting list.

2.6.3. After declining for a second time, the member's name will be removed from the waiting list, and record of removal will be documented in the individual's assignment jacket folder. He/she may reapply for the BAH waiting list after 90 days have elapsed.

## **2.7. Procedures for Personnel Currently TDY or On-Leave.**

2.7.1. If the member is TDY or on-leave, but due to return within 20 days of first sergeant's notification, he/she will be offered BAH immediately upon return.

2.7.2. If the return date exceeds 20 days, the member will retain his or her position on the listing until the next release date, and the next person will be processed until sufficient personnel are released to make room for new arrivals. Refer to AFI 32-6005, paragraph 5.1.3.1.4., for prior to deployment coordination.

**2.8. Approval to Reside Off-Base - Non-Receipt of BAH Status.**

2.8.1. Personnel not otherwise eligible to receive BAH, but still desiring to reside off-base even though they will not be compensated, will request to move out via letter endorsed with recommended approval from their unit commander.

2.8.2. Member will deliver the commander's recommendation to reside off-base in non-receipt of BAH status to the dormitory manager for processing/housing manager's approval.

2.8.3. If approved for member to reside off-base in non-receipt of BAH status, he/she will terminate his/her dormitory room, be placed on the BAH waiting list, and become eligible for BAH based on the criteria established in paragraph 2.4. See paragraph 2.1.3.3. for the statement required on member's room termination AF Form 594.

2.8.3.1. The commander's endorsed letter will be retained with member's HF Form 88 in the waiting list file until he/she becomes eligible to receive BAH, either through the waiting list process, or by promotion/TIG/gets married or acquires a dependent.

2.8.3.2. It is the individual's responsibility to return to the dorm management office to initiate AF Form 594 to start with- or without-dependent BAH when he/she becomes eligible for BAH. 2.8.4. Approval to reside off-base in non-receipt of BAH status does not entitle the member to reimbursement of expenses incurred due to the move.

2.8.4. Individuals approved to reside off-base who later wish to move back into the dormitory will be placed on a waiting list if no rooms are immediately available.

**2.9. BAH due to Extensive Household Goods.**

2.9.1. Request must be processed within 30 days of assignment and furniture must have accompanied the member to Hurlburt Field. Furniture obtained after moving to Hurlburt Field does not qualify member's use of this clause. The requester will pick up HF Form 88 and a copy of the Drayage and Storage letter from a dormitory manager, go to the on-line web-site listed, and complete the itemized listing of furnishings. After annotating the listing, the member will take it and the letter to the UH Chief (Dorm Superintendent) for processing.

2.9.2. The UH chief will complete an evaluation and annotate the Drayage and Storage letter with all pertinent information. If storage cost equals at least one half of BAH for member's grade, he will return it to the individual for commander/first sergeant recommended approval/disapproval via HF Form 88. Annotate "Excess Furniture" as the reason in the "Request for BAH Due To Hardship" block.

2.9.3. If the unit commander/first sergeant recommends approval, forward the request, along with all supporting documents, to CDMO for processing. Before final approval is granted, member must produce evidence that said furniture is in the local area, i.e., bill of lading, or Personally Procured Move (PPM) voucher (formerly known as DITY move). The UH chief must conduct a physical inventory of items against HHG shipping documents IAW AFI32-6005, paragraph 5.1.3.5.

2.9.4. If approved and member is currently assigned a room in the dorm, member will be advised to find a new residence in community housing, return with a copy of the lease to the dorm manager, and schedule a final room inspection. Upon termination of his/her room assignment the dorm manager will initiate AF Form 594 for without-dependent BAH.

2.9.5. If computations do not reflect the cost equal to at least one half of BAH for member's grade, or the commander/first sergeant recommends disapproval, the UH chief will forward the request to the housing office for further disposition. The housing office will initiate AF IMT 150, *Drayage/Storage Authorization – Government Quarters*, for items that cannot be accommodated in the dormitory, and provide a copy to dorm management to retain in the room jacket folder with room assignment data. Member will take the original and two copies of storage order (AF IMT150) to TMO for processing.

2.9.6. When cost of storage alone does not justify authorizing without-dependent rate BAH, it may still be considered if all three of the following conditions are met.

2.9.6.1. The member provides documentation that he/she was required to live off-base at a previous duty station because government quarters were not available.

2.9.6.2. A household of furniture was purchased as a result of paragraph 2.9.6.1.

2.9.6.3. The household goods were shipped to the current duty station at government expense.

## **2.10. BAH due to Other Reasons (Hardship).**

2.10.1. Personnel requesting without-dependent rate BAH due to hardship will initiate HF Form 88. The request will include a letter detailing the reasons for the request (a sample letter can be obtained from a dormitory manager). Member will take the request to his/her unit commander/first sergeant for their endorsement (recommended approval/disapproval).

2.10.2. If the unit commander/first sergeant recommends approval, deliver the request, along with all supporting documents, to the CDMO for processing.

2.10.3. If hardship request is disapproved, the housing office will initiate storage orders (if necessary) for any furnishings that cannot be accommodated in the dormitory. A copy of the storage orders (AF IMT 150) and disapproved request will be filed in the room jacket folder with room assignment data. Upon termination of room assignment, member must report to the housing office to initiate release of stored items.

## **2.11. BAH due to Marriage Within 60 Days, If Setting Up a Household in the Local Area.**

2.11.1. Member is not eligible for an early move out if the spouse is not joining the member, and setting up a household in the local area.

2.11.2. Members requesting without-dependent BAH due to a pending marriage will initiate HF Form 88. Document the intended marriage date on the form, and obtain unit commander or first sergeant recommended approval. The member's BAH will not be started until he/she terminates his/her dormitory room assignment. BAH will be initially started at **without**-dependent rate.

2.11.2.1. Member will return to the dormitory manager with a copy of the marriage certificate to change his/her status to **with**-dependent BAH effective on the date of marriage.

2.11.2.2. If the member fails to return to the dorm manager within 30 days of marriage with a marriage certificate, or does not appraise dormitory management of the reason for delay, his/her eligibility for without-dependent BAH will expire. The dorm manager will inform the first sergeant, and may take administrative action to terminate his/her without-

dependent BAH. The member may also be subject to other administrative or judicial proceeding deemed appropriate by the unit commander.

## **2.12. BAH due to Pregnancy.**

2.12.1. A pregnant member may request to move to community housing at the 20th week of pregnancy at her option and with unit commander's recommended approval via HF Form 88. The request will include a letter or written statement from her physician or PCM verifying the pregnancy due date.

2.12.2. If there is a medical reason that would necessitate moving out of the dormitory earlier than the 20th week of pregnancy, it must be reflected in the PCM's initial statement, or subsequently provided.

2.12.3. If unit commander recommends approval, member will initially terminate the dormitory receiving **without**-dependent BAH.

2.12.4. Member will return to the dorm manager within 30 days of birth of the child with a copy of the birth certificate and proof of DEERS enrollment to change her status to **with**-dependent BAH, effective on the date of birth of the child. Failure to do so, or not appraising the dormitory manager of reason for delay, could result in termination of without-dependent BAH. The first sergeant will be notified of the situation, and member could also be subject to other administrative or judicial proceedings deemed appropriate by the unit commander.

## **2.13. BAH due to PCS/PCA from Eglin AFB.**

2.13.1. Members previously authorized to reside off-base and receive BAH at the without-dependent rate in the local commuting area may continue to do so. No further action is necessary.

2.13.2. Members within 60 days of E4>3YOS who do not desire to reside in a Hurlburt dormitory should have had without-dependent BAH started by Eglin UH upon termination of their room assignment; if not, Finance can start it upon assignment to Hurlburt. All other dormitory personnel will be processed as a "quarters to quarters" move.

2.13.3. An exception to the rule would be the Hurlburt commander exercising his/her option for the reasons of military necessity, readiness, or discipline; or for personnel experiencing a hardship. The unit commander may recommend this action by letter to the UH section chief.

## **2.14. Advance BAH.**

2.14.1. Personnel are entitled to receive an advance of BAH up to 30 days after moving to community housing in conjunction with termination of government quarters to assist in establishing an off-base residence.

2.14.2. If requesting an advance prior to moving out of the dormitory, member will obtain a copy of the advance BAH letter from dormitory management within 5 days of the tentative room termination date. The dormitory manager will verify this coordination by indicating the tentative move out date and signing the letter. This will allow sufficient time for the member to process the request with his/her commander and dormitory management prior to terminating his/her room assignment.

2.14.3. Member will obtain from Finance a copy of AF Form 1039, Request to Receive and/or Extend Repayment of an Advance Housing Allowance; take both the advance BAH letter and completed AF Form 1039, to his/her unit commander for approval.

2.14.4. After the commander approves member's advance BAH request via AF Form 1039, member will return to the dormitory manager and provide copies of it and supporting documentation **before** processing the request through Finance. Be advised that Finance is not allowed to disburse the advance until 3 business days prior to the member's community housing move in date.

2.14.5. Member will be required to provide Finance a copy of the lease agreement with the advance BAH request. Therefore, the member must have already located a residence in the local community before submitting the request for advance BAH to Finance.

2.14.6. Failure of member to comply with requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.

## **2.15. BAH Delegation of Approval.**

2.15.1. The Base Civil Engineer (BCE) or Housing Manager (1 SOCES/CEIH) are authorized to approve BAH when:

2.15.1.1. Dormitory occupancy of Priority 1 and 2 personnel exceeds 95 percent.

2.15.1.2. Member is requesting BAH 60 days prior to marriage to establish a household in local area.

2.15.1.3. Military member divorces and retains ownership of the home.

2.15.1.4. Due to household goods and the cost of drayage and storage exceeds 50 percent of the cost of BAH.

2.15.1.5. Due to household goods and the cost of drayage and storage does not exceed 50 percent of the cost of BAH. In this instance, the request will be approved through the expiration of the current lease only, unless a change of member's status dictates otherwise before the end of the lease, i.e., member becomes eligible by DOR/promotion, or member gains dependent(s).

2.15.1.6. Due to pregnancy (20th week).

2.15.1.7. Member is married to a military member not in the local area, and is requesting BAH 60 days prior to the arrival of their spouse.

2.15.2. The Mission Support Group Commander (1 SOMSG/CC) is approval/disapproval authority for other requests not specifically addressed herein.

THOMAS B. PALENSKE, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-6005, *Unaccompanied Housing Management*, 29 January 2016

AFI 33-360, *Publications and Forms Management*, 7 February 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

HFI 32-2001, *Base Fire Prevention Program*, 8 April 2015

**Prescribed Forms**

Hurlburt Field Form 88, *Application/Authorization for Without Dependent Rate BAH*

**Adopted Forms**

AF Form 150, *Drayage/Storage Authorization – Government Quarters*

AF Form 228, *Furnishing Custody Receipt and Condition Report*

AF Form 594, *Application and Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH) or Dependency Redetermination*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1039, *Request to Receive and/or Extend Repayment of an Advanced Housing Allowance*

AF Form 4422, *Sex Offender Disclosure and Acknowledgement*

***Abbreviations and Acronyms***

**ADL**—Airman Dormitory Leader

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**BAH**—Basic Allowance for Housing

**CDMO**—Central Dorm Management Office

**DEERS**—Defense Enrollment Eligibility Reporting System

**DITY Move**—Do-It-Yourself Move

**DMP**—Dormitory Master Plan

**DOR**—Date of Rank

**HHG**—Household Goods

**JTR**—Joint Travel Regulation

**MAJCOM**—Major Command

**MPS**—Military Personnel Section

**OPR**—Office of Primary Responsibility

**PCA**—Permanent Change of Assignment

**PCM**—Primary Care Manager

**PCS**—Permanent Change of Station

**PPM**—Personally Procured Move

**RDS**—Records Disposition Schedule

**RIP**—Report on Individual Personnel

**TDY**—Temporary Duty

**TIG**—Time in Grade

**TMO**—Traffic Management Office

**UH**—Unaccompanied Housing

**YOS**—Years of Service